

DCMA Supervisory Checklist
Defense Acquisition University (DAU) Course Fulfillment Package
DAU Course: _____
Requester's Name _____

Circle One		Requirements
Yes	No	
Fulfillment Package		
Yes	No	Supervisory Checklist
Yes	No	DD Form 2518, Fulfillment of DoD Mandatory Training Requirement
Yes	No	Completed List of Competencies for Course being Fulfilled, Chapter 2, ADS-99-03-GD
Yes	No	Documentation to Support Claims
Minimum Requirements:		
Yes	No	Course is a prerequisite to courses needed for certification.
Yes	No	Course is neither an on-line course nor a Level III course.
Yes	No	Requester has not turned down the classroom course.
Yes	No	DAU Competencies Employee Self-Assessment is complete. (ADS-99-03-GD)
Yes	No	If requested, additional documentation was provided.
Yes	No	Requester has demonstrated mastery of any competencies still in question.
Yes	No	Are there other viable alternatives to fulfillment?
Signatures: I verify that this requester has the competencies to fulfill DAU Course # _____. <div style="text-align: right; margin-right: 100px;">Supervisory Signature _____</div> I verify that this requester does not have the competencies to fulfill DAU Course # _____. Memorandum with justification for disapproval is attached and was provided requester. <div style="text-align: right; margin-right: 100px;">Supervisory Signature _____</div>		

DCMA Approval Authority Checklist
Defense Acquisition University (DAU) Course Fulfillment Package
DAU Course: _____
Requester's Name _____

Circle One		Requirements
Yes	No	
Fulfillment Package		
Yes	No	Signed Supervisory Checklist.
Yes	No	Section II, DD Form 2518, Fulfillment of DoD Mandatory Training Requirement signed and block 16a checked as "Concur".
Yes	No	Completed List of Competencies for Course being Fulfilled, Chapter 2, ADS-99-03-GD
Yes	No	Documentation to Support Claims attached.
Minimum Requirements:		
Yes	No	Supervisory Checklist Complete.
Yes	No	Completed List of Competencies for the Course being Fulfilled is acceptable.
Yes	No	Requester, if asked, provided additional documentation.
Signatures: I verify that this requester has fulfilled the competencies for DAU Course # _____ Level I Course - CMO Commander/Deputy completes Section III, DD Form 2518 Level II Course – Senior Functional in Career Field _____ District Commander completes Section III, DD Form 2518 I verify that this requester has not fulfilled the competencies for DAU Course # _____ Memorandum with justification for disapproval is attached and was provided requester. Level I Course – CMO Commander/Deputy CMO Commander _____ CMO Commander/Deputy completes Section III, DD Form 2518 Level II Course – Senior Functional in Career Field at District Reviews _____ District Commander completes Section III, DD Form 2518		